

# New Hampshire Fire Academy

## Learning Disabilities Accommodation Request Procedure

Students ***with*** a diagnosed learning disability may request an accommodation under the Americans with Disabilities Act by completing and mailing the attached request form and supporting documentation to the Division of Fire Standards and Training. **ALL requests are confidential** and need not be discussed with instructors or other students in the classroom.

Students ***without*** a diagnosed learning disability who are experiencing difficulties with the learning environment need to obtain a diagnosis from a learning disabilities professional, **PRIOR** to filing this request. Depending upon the diagnosis, accommodation(s) may be possible.

**REMEMBER: ONLY students with *diagnosed* learning disabilities may qualify for an accommodation and the PROPER SUPPORTING DOCUMENTATION MUST ACCOMPANY THIS ORIGINAL REQUEST.**

Finally, the student is free to contact the New Hampshire Fire Academy's Learning Disabilities Coordinator at any time with any questions or concerns that may arise through this process.

### **Telephone #'s:**

603-271-2661 (Concord area)

1-800-371-4503 (Statewide)

**Fax:** 603-271-1091

(keep this page for your records)

New Hampshire Fire Academy  
Learning Disabilities Accommodation Request Form

Name: (printed) \_\_\_\_\_

Fire Department: \_\_\_\_\_

Address: \_\_\_\_\_

City / Town: \_\_\_\_\_

Zip Code: \_\_\_\_\_

I am enrolled in the \_\_\_\_\_ class being held in / at  
(town)\_\_\_\_\_.

I would like someone to contact me in order to discuss this matter  
further. The best time to reach me during the day is: (8 am to 5  
PM) \_\_\_\_\_ and the telephone number is  
\_\_\_\_\_ (This is my: work / home # ? )

Email: \_\_\_\_\_

Pager: \_\_\_\_\_

Cell: \_\_\_\_\_

The following supporting documentation is enclosed (check all that  
apply):

- ☐ IEP
- ☐ Diagnosis
- ☐ Other \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_.

Please return this form and the other appropriate documentation  
in the postage paid envelope. Be sure to mark the envelope  
CONFIDENTIAL and address it to "LDR".

OFFICE USE ONLY: \_\_\_\_\_  
C: ldrequestpro.jl